

# WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES – MONDAY August 25, 2008

Chairman Coombs and Martin Walsh called their respective meetings to order at 5:38 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso	X		
Richard LePore	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk Pro Tem	X		
<b>Liaison Present</b>			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison			X
<b>Council Infrastructure Committee Members</b>			
Matt Forrest	X		
Donna Hemmann			X
Paul Montinieri	X		
Martin Walsh	X		
<b>Staff &amp; Guests Present</b>			
Bonnie Therrien, Town Manager	X		
Peter Wells, Architect	X		

Today is day 466 of the Project

## 1. Infrastructure Committee Review of Council Chambers:

1. Review of Council Chamber Drawings – Chairman Coombs welcomed the Town Council Infrastructure Committee Members to our joint meeting. Chairman Coombs presented Councilor Walsh with additional copies of the Council Chamber layout to share with the entire Council. The plans include all the comments from the last meeting Peter Wells; Mike Turner and Chairman Coombs had with the Infrastructure Committee. Questions Councilors asked:
  - a. What are the differences in the old plans versus the plans provided now?
  - b. Will the reduction in light fixtures result in less illumination in the room?
  - c. Is the plan within budget?
  - d. Will Chamber have capacity for wireless; laptops and speakers?
  - e. Will we have ability to air Council Meeting live on cable TV?

**NOTE:** Tim Tuell arrived at 5:52 PM

Peter Wells advised the current plans show less light fixtures to meet the sight line needs for the screen and projectors. The new fixtures will provide more combined illumination than the old fixtures would have. The mechanical drawings will provide rough-in conduit allowing for data, phone and other technology need installations. We will look to have Kronenberger perform the conduit routing, in walls and under slab for fixtures. We will hire, directly, a mill work subcontractor to build and install the Council dais (this will save paying Kronenberger an administrative overhead fee). Chairman Coombs handed out a list of questions and needs from Councilor Hemmann who could not make this meeting. Some of the items in Councilor Hemmann's e-mail are procedural questions that the Council will have to agree on. Town Manager Therrien advise the Building Committee will not be involved with the specifications and purchasing of the

technology equipment. Town Staff will be used to develop the technology needs budget and bid out those needs themselves. Chairman Coombs advised he has a meeting scheduled tomorrow morning with Peter Wells, Mike Turner and Ed Flynn to review the Architectural needs and develop the budget for them. A mill work subcontractor will be coming in to review the specs for the Council dais and will give us a budget number for those. Mike Turner and staff will develop the technology needs and budgets. All budget items will be incorporated and forwarded to Council. Motion made by Matt Forrest, seconded by Paul Montinieri to approve the amended drawing and develop budget for Council review. **All members voted in favor.** Motion made by Matt Forrest seconded by Paul Montinieri to adjourn the Infrastructure Committee Meeting. **All members voted in favor.** Matt Forrest and Martin Walsh left at 6:05 PM.

**2. Public Comments:**

1. None

**3. Approval of Minutes:**

- A. Minutes of August 11, 2008 Meeting – Raymond Grasso requested the minutes be amended to show he was excused and not absent from the meeting. He had forwarded an e-mail advising he couldn't make the meeting. Motion by Raymond Grasso second by Stuart Temple to approve the minutes as amended. **All but two members voted in favor (Carmen Pace and Raymond Grasso abstained).**

**4. Items for Discussion:**

**I. Town Hall / Library Renovations – Phase 2**

A. Expenditures

1. Kronenberger & Sons – App No. 14 - \$209,992.50 – Peter Wells advised prior to approving this request he had Kronenberger make revisions to the pencil copy of the application. Motion made by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**

B. Change Orders

1. AT&T – Ref C2470865 - \$1,200.00 – Stuart Temple had a complaint that this was a change order to a change order. We should have gotten a quote with overtime included and not pay for it if it wasn't used. Stuart asked why work couldn't be completed during the day. Chairman Coombs advised we couldn't effect daytime operations of town staff. Motion by Luke McEntire seconded by Carmen Pace to approve this change order. **All but one member voted in favor (Stuart Temple voted nay).**
2. PCO 18 – New Light Fixtures for Board Room - \$3,177.91 – Peter Wells advised we weren't originally going to change the lights in this room. The fire sprinkler firm installed the sprinkler pipes in front of the existing lights making it impossible for us to get in to change light bulbs. After deciding to upgrade this room for use the lights should be changed at the same time. Peter explained how the ceiling tiles were originally going to be curved up to the existing light fixtures but this will not work with the room being redone. Members had a hard time visualizing this. They want to go over and see the area. They were advised they would have to check the room out during the day as the room is currently the Town Clerk's temporary vault and it's locked at night. The Clerk's staff has the keys for that area. Motion by Tim Tuell seconded by Raymond Grasso to table this change order. **All members voted in favor.**
3. PCO 36 – Unit Price Concrete Repair - \$9,280.00 – Chairman Coombs advised this work was for the overhang on the building. Earlier parts were replaced with wood. The work has been accomplished on a unit price basis. Motion by Stuart

Temple seconded by Raymond Grasso to approve this change order. **All members voted in favor.**

4. PCO 37 – Replacement & relocation of Existing Dual Temp. Piping - \$35,122.96 – Chairman Combs advised this goes back to the piping changes around the outside of the building. Engineer Ed Flynn agrees with this pricing. Motion by Raymond Grasso seconded by Richard LePore to approve this change order. **All members voted in favor.**

5. PCO 39R – Roof Slab Reinforcement - \$3,137.32 (reduced from \$3,321.43) – Chairman Coombs advised this is a reduced price from what was originally submitted. There is a large void in the roof that causes a weakness to the roof. The straps provide the strength to compensate for the weakness. Motion by Stuart Temple seconded by Raymond Grasso to approve this change order. **All members voted in favor.**

C. Staff Information

1. Job Meeting Minutes Dated August 13, 2008 – Motion by Stuart Temple, seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised since the last meeting they are moving along with the carpet installation, ceiling tile and pipe labeling is almost complete. Most fan coils are up and running. There are a few left to install on the first floor. Temporary doors were installed on the north entrance near the Manager's Office so the Fire Marshal and Building Official could issue a temporary Certificate of Occupancy. The new automatic doors are on order and will not be in for another four to five weeks. Outstanding issues include installation of grills in the soffit for the fan coil units; installation of venetian blinds and screens on windows. Chairman Coombs handed out and reviewed pencil notes of issues he reviewed at the last job meeting as well as the responses to those issues. The contractor wants us to accept a punch list to complete items that are contract work that should be completed before a punch list is issued. Such items are not punch list items. Chairman Coombs advised that the fan coil units are attached to the wall but are raised above the floor. Peter Wells worked a solution where a piece of MDO will be painted black and screwed under the fan coil unit to fill the gap. Access doors are still needed to get to the fan coil units from inside the building. Kronenberger is looking for extra money on the fan coil leveling and access doors and we denied both requests. The roof is not quite finished. There is still metal to be installed. Jointing of the stone panels still need to be finished. The issues on Chairman Coombs' list need to be completed before Peter Wells will issue a punch list. Carmen Pace asked if the Town Hall move back will still take place September 10<sup>th</sup>. We will move one floor over at a time. Chairman Coombs advised that is the tentative date and we are striving to meet that date. Once staff is off the mezzanine floor the contractor will start working on finishing up the Library for occupancy. The Council Chambers is another issue. We will get that work completed as soon as possible so the Town Council can start meeting back there. Peter Wells will make it clear to Kronenberger what needs to be accomplished to get the punch list process going at tomorrow's job meeting. Tim Tuell advised he spent an hour last week with Chairman Coombs going over the laundry list of what needs to be done. He was impressed on what has been finished.

New Business

1. Carpeting in Town Manager Office Complex – Chairman Coombs advised this issue came up last week. Now that there is no furniture in this area we realized the carpeting is in bad shape. We looked to see if we could match the carpeting for the space. There was no match available. We have received a request from Council and Staff to replace the carpet. Once we lifted the carpet which was put in six years ago we found they installed the carpet on top of the vat tile. When lifting the carpet off the VAT tile comes with it. Staff was unaware when the Manager's Complex was redone six years ago that the contractor was allowed to carpet over the VAT tile. This is now the last place in the Town Hall / Library complex with hazardous material. Peter Wells advised the carpet is really shot. We have a couple of sources for carpet. We can use the attic stock from Phase I & II as well as some carpet from the Council Chambers. We are now changing to multiple color carpet tiles in the Council Chambers, The seating area will be a different color then the rest of the floor. This will make it easy to see where the seating should be when the room is rearranged for different events. Peter does not want to use the entire attic stock. Maybe we should look at buying a different die lot for some of the rooms to conserve attic stock. Chairman Coombs advise we already had the 4" vinyl molding and glue tested and have a report back that it does not contain hazardous material. Mike Turner's memorandum was an estimate and after measuring the room in detail we should allocate up to \$20,000 for this work as a safety net. Chairman Coombs had asked Bonnie Therrien to check with the bond counsel to see if we could eliminate the security system and self check-out counters from the bond. He advised we could cut these items out, with Town Council approval, to do other work applicable to the project. Tim Tuell advised he and Chairman Coombs talked about the flawed decision to leave the carpeting in the Manager's Complex when the Phase Two Bond Package was put together. We should have planned to replace it for conformity with the rest of the building. Tim feels this was a bad management decision. The Committee should have been included in this evaluation process. Peter Wells advised the quickest way to accomplish the work is to issue the contractor a CCD. Tim thought tonight Peter would be coming forward with a PCO and not a request for CCD to get the work done. Chairman Coombs advised the Architect has the authority to issue a CCD at any time to get the work done. Tim Tuell feels the committee is useless in the management decision as once problems are found they can be solved by CCD without Committee approval. Raymond Grasso advised a month ago when Mike presented a preliminary budget revision he took the self check out counters and security systems out of the budget. The Committee agreed that the self check out counters and security system were to stay in the budget and Mike added them back in, now your looking to use those funds for other things. Raymond Grasso is not prepared to take action with eliminating self-check out and security. He wants hard numbers on what it will cost to do the work in the Manager's Complex. Chairman Coombs advised the self check out and security system work is not going to Kronenberger. Kronenberger has done the rough work to run the wires for the hookups for the self check out counters. Chairman Coombs advised the self - checkout counters are not a high priority for the Library. Laurel Goodgion is sitting on a consortium with other town libraries to develop a regionalized self checkout system and security system to have compatibility with all libraries in the region. Raymond Grasso feels the security system is critical. Luke McEntire advised with the work he did on the School Building Committee professionals he worked with did not put carpet down on

VCT. Peter Wells advised EnviroScience did a hazmat study of the buildings before the project started. They did not lift the carpets in the Manger's Complex looking for VCT. Chairman Coombs advised the best solution is to have the Architect issue a CCD up to \$20,000 to get the work done. Motion made by Richard LePore seconded by Raymond Grasso to authorize the architect is issue a CCD in an amount not to exceed \$20,000 to accomplish the removal of hazmat & carpeting and install new carpeting in the Town Manager Complex leaving the balance of funds in the self checkout and security systems. **All members voted in favor.** Chairman Coombs advised after the packets were released we received information on the solar panels that he would like to review tonight. Motion made by Raymond Grasso seconded by Stuart Temple to add Solar Panels to the agenda. **All members voted in favor.**

2. Solar Panels – Chairman Coombs handed out information received from the Clean Energy Committee On Wednesday August 27<sup>th</sup> at 4:30 PM Chairman Coombs; Mike Turner and the Town Manger have a meeting with the Clean Energy Committee to review this subject. Chairman Coombs is looking for Committee input. We have the potential to receive up to five solar panels. Comments from Peter Wells were it was not good to put the solar panels on the Town Hall roof. The roof is just being completed. Installing the solar panels will require penetration of the roof breaking the warrantee on the new roof. We would have to do a structural analysis to see if the roof could support the five panels without reinforcement. The plan is to run piping down the side of the building along the chimney. This goes against the aesthetics we designed into the renovation. Chairman Coombs advised some Councilors feel the panels should be installed on a school building so they can provide a second benefit as well, education. Tim Tuell feels we should not put the panels on this building. Stuart Temple advised per code the solar panels cannot be installed on a facility to produce power where an emergency operations center exists. Motion made by Stuart Temple seconded by Tim Tuell to recommend the solar panels be installed on another building. **All members voted in favor.** Chairman Coombs advised members the Town has a contract with CL&P at certain times to cut off power and run on generator. We notified Kronenberger to be sure it did not effect their operations Last Friday afternoon we switched over to generator. It was a good time to do this as Town Hall was closed due to summer hours and it did not effect operations as the Library side of the complex is not covered by the generator. The switch gear for the conversion is 20 years old and never opened. We don't know why. CL&P has consulting firms to check out these gears and Mike Turner will be contacting the Town's CL&P Rep. to get the name and numbers for the consultants so we can have the switch gears checked out. We also found that one of the breakers to the phone system failed and the town electrician will install a replacement breaker tomorrow. The phone system went down Friday night until 2:00 AM Saturday morning. Chairman Coombs advised funds to hire the consultant and repair the gear will be paid thru Town operating funds and not the bond. Tim Tuell then asked. He's marked his calendar for meetings the rest of this year. Does he need to set dates aside in 2009 for Committee Meetings? Chairman Coombs advised we should be done in 2008. Peter Wells is currently working the schedule for the Council Chambers.

#### 4. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday September 8, 2008 at 6:00 PM in Conference Room One.

5. **Adjournment:** Motion by Raymond Grasso, seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 7:35 PM.

**I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovations Committee.**

Stuart Temple, Clerk – Pro Tem

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